

CHIROPRACTORS

2011 Online License Renewal Requirements

All chiropractors must renew their practice licenses by AUGUST 31, 2011. Please read the following information and take the necessary steps to fully comply with all requirements.

General Requirements: All licensees, **active** and **inactive** must renew their licenses not later than midnight, August 31, 2011. Renewal must be done via online by accessing the online renewal system at <http://dhmh.maryland.gov/chiro> and following the prompts/directions. Debit or credit cards (only Visa or MasterCard are acceptable). The advantage of online renewal is that it is faster and produces an immediate proof of license renewal by allowing the licensee to access a downloadable receipt for renewal fees. In addition, Board issued licenses will be mailed out in the order to which the online applications are completed by the licensees. **Paper renewals may only be done by special waiver by the Board upon receipt of formal correspondence MAILED DIRECTLY TO THE BOARD detailing an exigent reason why online renewal cannot be reasonably done.**

Deadlines/Late Fee Penalty: The Board will mail out postcard reminders on June 1, 2011 and a follow-up detailed letter explaining the entire online renewal process on or about July 1, 2011. The online system will be open on or about July 15, 2011 to commence processing license renewal applications. **All applications MUST be completed via the online renewal system not later than August 31, 2011 to avoid a \$500.00 late fee. Late Renewals will commence starting September 1, 2011 through September 30, 2011; after which the renewal licensing system will close.**

Practicing Without a Renewed License: Under state law, if a licensee submits his/her renewal application at least 2 weeks prior to the renewal deadline of September 1, 2011, (e.g. by August 15, 2011) the licensee may continue to practice if the Board fails to deliver the renewed license by the September 1st deadline. However, licensees who postmark his/her renewal application AFTER August 15, 2011 may NOT practice without a renewed license.

Renewal Fees:

Active Licensees: Renewal Fee - \$600.00 and MHCC Fee (Maryland Health Care Commission statutory user fee) - \$28.00 (TOTAL \$628.00)

Inactive Licensees: Inactive Fee - \$150.00

Duplicate License: - \$25.00 (1/2 price during biennial renewal only)

Late Renewal Fee: - \$500.00 (After August 31, 2011)

***Non-renewed Licensees** (this option not online): No fee but must submit a letter indicating choice to NOT renew for a non-renewed status prior to the expiration date of current license but no later than September 30, 2011 which is the last day of late renewal.

CEU Requirements:

Post 8/31/2010 Licensees: Licensees who received their license after September 1, 2010 are exempt from CEU requirements for the 2011 renewal but must still submit proof of their CPR certification.

Other Licensees: Forty Eight (48) total Board Approved CEUs that are satisfactorily completed between 9/1/2009 and 8/31/2011, including: AIDS/COMMUNICABLE DISEASE—3 CEUs; RISK MANAGEMENT—5 CEUs which includes 1 CEU of JURISPRUDENCE. The balance of CEUs may be in any subject/mode, approved by the Board.

CPR—current CPR certification at the Provider Level from American Red Cross or American Heart Assn. or their licensed affiliates.

CEU Course Mode: Online, Take-home and/or live courses may be taken without limit. **ONLY BOARD PRE-APPROVED COURSES ARE ALLOWED—NO RETROACTIVE APPROVAL/AUTHORIZATION IS ALLOWED. ALL APPROVED COURSES ARE LISTED ON THE BOARD WEBSITE AT www.mdchiro.org under the “Approved CEUs” tab.**

Questions should be addressed to the Executive Director, Mr. Vallone, at 410-764-5985 or vallonej@dohmh.state.md.us.